

WORKFORCE INVESTMENT ACT
LOCAL CHIEF ELECTED OFFICIALS – WORKFORCE
DEVELOPMENT BOARD OF WESTERN MISSOURI, INC.
AGREEMENT

This agreement is effective for the period July 1, 2005, and ending June 30, 2009, and entered into by and between the Caucus of Local Elected Officials of Workforce Investment Area 4, West Central Region, hereinafter referred to as the “LEOs” and the Workforce Development Board of Western Missouri, Inc., Workforce Investment Area 4, West Central Region, hereinafter referred to as the “Board”.

WITNESSETH THAT:

WHEREAS, The State of Missouri has indicated that it will implement the Workforce Investment Act of 1998, hereinafter known as the “Act,” (Public Law 105-220) replacing the Job Training Partnership Act, (Public Law 97-300) which authorizes the consolidation, coordination, and improvement of employment, training, literacy, and vocational rehabilitation programs in the United States, and for other purposes; and

WHEREAS, the Governor of the State of Missouri has designated the thirteen Missouri counties of Bates, Benton, Carroll, Cedar, Chariton, Henry, Hickory, Johnson, Lafayette, Pettis, Saline, St. Clair, and Vernon as a workforce investment area referred to as Workforce Investment Area 4, West Central Region, in accordance with the provisions of the Act; and

WHEREAS, the LEOs represent the Elected Officials of the area as described in the Act; and

WHEREAS, the LEOs will appoint the members of the Workforce Development Board of Western Missouri, Inc., in accordance with the Act and under guidance of the State Workforce Development Board designated as the Missouri Training and Employment Council (MTEC) in accordance with the Act, and

WHEREAS, the Board is certified as the Regional Workforce Development Board of Workforce Development Area 4, West Central Region, by the Governor of the State of Missouri in accordance with the provisions of the Act, and

WHEREAS, the LEOs designate the Workforce Development Board of Western Missouri, Inc., as the Administrative Entity and Fiscal Agent in Workforce Investment Area 4, West Central Region, and

WHEREAS, the Board shall provide policy making, selection of service providers, accountability, and oversight with respect to the development of a five-year strategic plan in accordance with the Act for Workforce Investment Area 4, West Central Region, and

WHEREAS, the Act provides the opportunity for the LEOs and the Board to define the scope of their partnership by means of an agreement;

NOW, THEREFORE, this Agreement is made and entered into by the LEOs and the Board, whereby the parties agree as follows:

I. Authorities and Responsibilities of the Local Elected Officials shall be to:

- A. Designate the Board as the administrative entity and fiscal agent for Workforce Investment System programs within Workforce Investment Area 4, West Central Region. The authorities and responsibilities of the administrative entity and fiscal agent are defined below. The LEOs designate the Board as the administrative entity and fiscal agent for Workforce Investment Area 4, West Central Region, for the period July 1, 2005, through June 30, 2009.
- B. Assume designation as the LEOs for Workforce Investment Area 4, West Central Region, as approved by the Governor of the State of Missouri.
- C. Approve the Five-Year Strategic Workforce Development Plan and all subsequent modifications.
- D. Approve all Memorandum's of Understanding developed by the agencies involved in the provision of service under the Workforce Investment Act within the region and within the One-Stop delivery system.
- E. Designate and certify One-Stop operators in agreement with the Workforce Development Board in accordance with the Act.
- F. Negotiate performance measures in accordance with the Workforce Investment Act performance accountability system.
- G. Appoint members to the Workforce Development Board in accordance with the Workforce Investment Act.
 - 1. The Board shall consist of members in accordance with appropriate representation required by state and federal law.
 - 2. The term of membership shall be for two years. There shall be no limit to the number of terms that may be served.
 - 3. Nomination of replacement members to the Board shall be obtained by the LEOs in coordination with local business associations and organizations and presented to the Governor for appointment.

II. Authorities and Responsibilities of the Workforce Development Board shall be to:

- A. Develop and prepare the Five-Year Strategic Workforce Development Plan in accordance with the provisions of the Act.
- B. Develop a Youth Council structure and prepare appropriate membership in accordance with the Act and present the structure and membership to the LEOs.

- C. Negotiate a Memorandum of Understanding with agencies required to participate in the One-Stop system in accordance with the Act and other agencies that volunteer to participate.
- D. Hire an Executive Director who will have the responsibility of hiring and maintaining a well-qualified and well-trained professional staff as is necessary to meet the requirements of this agreement.
- E. Assure administrative and fiscal accountability and integrity for Board activities.
- F. Negotiate performance measures in accordance with the Workforce Investment Act performance accountability system.
- G. Recommend the policies, goals, and objectives for the workforce development system in accordance with identified needs to include the development, certification and competency levels required for providing training programs and systems.
- H. Provide advocacy and technical assistance for continuous improvement for the purpose of evaluating the effectiveness of programs provided by the Board and/or its training providers/vendors.
- I. Develop and conduct marketing efforts and public relations for the workforce development system.
- J. Prepare reports on program status, performance and results in accordance with the Workforce Investment Act.
- K. Serve as the administrative entity and fiscal agent for Workforce Investment Area 4, West Central Region, pursuant to all applicable federal, state, and local laws, rules, and regulation.
- L. Administer all fiscal and administrative components as identified in the Five-Year Strategic Plan.
- M. Provide for fiscal services such as general accounting, drawdown of Board funds, reporting of cash disbursements, and preparation of required periodic financial status reports.
- N. Maintain a management information system necessary to track and report on Board activities and performance related data.
- O. Conduct procurement of services and products necessary to meet the requirements of this agreement.
- P. Provide funding data and information through the Board structure on matters pertaining to the provision of services.
- Q. Assure client eligibility verification as identified in the Five-Year Strategic Plan.

III. TERMS OF AGREEMENT:

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all previous agreements and all subsequent oral agreements and negotiations between the parties relating to the subject matter hereof.
- B. This Agreement may be modified upon written request of either party.
- C. Either party may terminate this Agreement for cause or convenience with ninety days prior written notice to the other party or such shorter period as mutually agreed to by all parties. The Board and the LEOs may terminate this Agreement should funds be become unavailable to provide the services set forth through this Agreement.
- D. Either party may amend this Agreement in accordance with state or federal legislated statutes or mandates that impact funding or programmatic implementation.

LOCAL ELECTED OFFICIALS

By:_____

Date:_____

WORKFORCE DEVELOPMENT BOARD OF WESTERN MISSOURI, INC.

By:_____

Date:_____

LOCAL ELECTED OFFICIALS AGREEMENT

The Local Elected Officials Agreement is entered into between Bates, Benton, Carroll, Cedar, Chariton, Henry, Hickory, Johnson, Lafayette, Pettis, Saline, St. Clair and Vernon counties in Missouri, designated as the Workforce Investment Area , West Central Region, herein after referred to as the LEOs. This agreement is to define the duties and obligations of, and procedures to be followed by, the LEOs under the Workforce Investment Act of 1998, hereinafter known as the "Act," (Public Law 105-220) replacing the Job Training Partnership Act, (Public Law 97-300).

1. Membership of the LEO Board

For purposes of representation on the LEO Board, the West Central Region shall consist of the Presiding Commissioner from each of the 13 counties in the region or their designated alternate.

2. Alternative Representative

The LEO of each county may designate an alternate from the County Commission to attend meetings in his/her place. The alternate will have full voting power, provided a letter is on file at the Administrative Entity from the LEO stating the name of his/her alternate and that the LEO wishes the alternate to have voting privileges.

3. Quorum

A quorum of the LEO's for the West Central Region shall consist of the number of LEO's present at any given meeting.

4. Meetings

The LEO's of the West Central Region shall meet on a yearly basis, in the spring. Additional meetings may be called if deemed necessary by the Chairperson of the Local Elected Officials of the West Central Region.

The Chairperson of the LEO's will serve as spokesperson for the Local Elected Officials.

5. Filling of Vacancies

Vacancies on the LEO Board caused by elections, resignations, or other reasons shall be automatically filled by the individual elected by the voters to re-fill the position within the county that the vacancy occurs.

6. Responsibilities of the LEO's

The LEO's of the West Central Region by signing of this agreement assumes the following responsibilities

- A. In conjunction with the Workforce Development Board, be responsible for timely submission of the Plan to the Governor in compliance with the Act and it's accompanying rules and regulations.

- B. Select, in conjunction with the Board, a grant recipient for the West Central Region.
- C. Be responsible for program oversight, including entering into an agreement with the Workforce Development Board defining the LEO's and the WDB's responsibilities in plan development, oversight, and monitoring.

7. **Signature Authority**

The Chairperson of the LEO's of the West Central Region shall have full signature authority on required paperwork, documentation, etc.

8. **Modification of Agreement**

This agreement may be modified by circulating the proposed language to all Local Elected Officials for review and comment at least 30 days prior to the LEO Meeting at which action on the modification is to be taken. The modification, in its final form, shall be signed by the Chairperson of the LEO's.

IN WITNESS WHEREOF, the Local Elected Officials of the West Central Region have executed the LEO Agreement on this 27th day of April, 2005.

Lance Hutton, Chairperson
Local Elected Officials
West Central Region